

## CHIEF HOUSING INSPECTOR

### NATURE OF WORK

This is responsible supervisory and highly skilled technical inspections work in the enforcement of municipal codes, regulations and ordinances governing the apartment permit program, residential zoning, minimum housing requirements and the dangerous building code.

Work involves responsibility for coordinating and supervising an inspections program involving the enforcement of codes and regulations governing housing, dangerous buildings, zoning and a complaints program. Work also involves supervising and participating in the activities of field inspectors assigned to the section, however, an employee of this class is primarily concerned with supervising and coordinating the work of a staff of subordinate inspectors. Work is performed independently, but is reviewed by the Building and Safety Manager for program effectiveness and conformance with established policies through revision and review of records, reports and regulations. Supervision is exercised over technical and skilled subordinates.

### EXAMPLES OF WORK PERFORMED

Plans, schedules, supervises and reviews the work of field inspectors engaged in the inspection of apartment buildings, existing residential housing, zoning complaints, and dangerous building demolition; provides technical assistance to subordinate inspectors as needed; occasionally makes special inspections; investigates and gathers evidence of violations; supervises complaint investigations; represents the City at hearings and appeals.

Convenes Housing Advisory and Appeals and Dangerous Building Appeals Boards on an as needed basis; acts as secretary for these respective boards.

Prepares daily work orders for subordinate inspectors; submits reports to administrative superior detailing the operations of the Housing Codes section; evaluates work of subordinate housing inspectors.

Confers with owners, tenants and other interested parties; explains and interprets building laws and regulations as well as municipal and housing ordinances and related laws as they pertain to site inspection related matters.

Supervises the issuance of apartment permits.

Consults with the City Law Department in relation to the adoption of laws, pending prosecution, and the revision of existing ordinances.

Performs related work as required.

#### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the methods and practices involved with housing codes, dangerous building codes and zoning ordinances, and the ability to discern defects and violations in structures and to suggest corrective solutions to these violations.

Thorough knowledge of the codes, regulations and ordinances governing housing, dangerous buildings and zoning in the City of Lincoln.

Knowledge of, or ability to learn, legal procedures as related to the enforcement of municipal codes and ordinances.

Ability to plan, organize and direct the work of a staff of subordinate inspectors engaged in enforcing housing, dangerous building and zoning ordinances.

Ability to recognize faulty construction or hazardous conditions likely to result in collapse or failure of supporting walls, foundations or structures and to appraise for quality of condition and physical deterioration.

Ability to evaluate hazardous conditions relating to the plumbing, fire, heating, electrical or structural conditions of apartment buildings and residential structures.

Ability to understand the requirements necessary to bring a structure and different systems into compliance with the codes the Housing Codes section enforces.

Ability to establish and maintain effective working relationships with subordinates, tenants, property owners, municipal officials, personnel from other City departments and the general public.

Ability to present ideas effectively, both orally and in writing, and to speak before audiences.

Ability to explain, interpret and enforce codes, regulations and ordinances with consistency and effectiveness.

Ability to use a computer for various tasks including management of work loads, word processing and other related applications.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in business administration, urban administration, architecture or related field plus considerable experience supervising a municipal housing program.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in business administration, urban administration, architecture or related field plus experience working in a municipal housing program or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid Nebraska driver's license is mandatory for initial and continued employment in this classification.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

8/79

Revised & Title Change: 7/98

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